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16 February 1955

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Recommended Adjustment in DD/P-ADMIN Representations

1. The representations listed below are currently being fulfilled by the staff of the Chief of Administration, DD/P. In conformity with the action taken by the Director of Central Intelligence on 3 February 1955, amalgamating this staff with the Office of the DD/A, it is recommended that the following action be taken:

a. Continued participation of--

Special Support Assistant-DD/S (vice Chief of Administration, DD/P)

Administration Career Service Board
Clandestine Services Career Service Board
DD/P Materiel Board, Executive Group (member and alternate)
Clandestine Services Planning Board
CS Planning Board Support Committee (Chairman)
Clandestine Services Training Committee
DD/P Liaison Representative with the CIA Emergency Plans
Officer re the Emergency Plan

SSA-DD/S (Comptroller) - vice DD/P-ADMIN (Comptroller)

Comptroller Career Service Board
Clandestine Services Planning Board

SSA-DD/S (Personnel) - vice DD/P-ADMIN (Personnel)

Office of Personnel Career Service Board
Clandestine Services Career Service Panel (Executive Secretary)
Clandestine Services Clerical Panel (Chairman)
Administration Career Service Board Support Panel

SSA-DD/A (Logistics) - vice DD/P-ADMIN (Logistics)

Special Equipment and Techniques Working Group, DD/P Materiel Board
(Member and alternate)
Logistics Career Service Board
Materiel Reserve Estimates Group
Project Officer for Project LOGOWLEG
DD/P Security Officer (OSI 10-2)

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b. Cancellation of participation of:

Assignment of:

DD/P-AINEN (Comptroller)

New Representative

Agency Incentive Awards Committee

PPC

Agency Board of Review for Shortages and Losses

DD/P-AINEN (Personnel)

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DD/P representative on Agency Reassignment Board

FI

Special DD/P Incentive Awards Panel

TSS

DD/P-AINEN (Logistics)

CS representative on Headquarters Board of Survey

TSS

Document Procurement Committee Representative

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2. If you concur in the above, appropriate [redacted] will be prepared for your signature covering the shift in representations indicated in paragraph 1.b.

[redacted]

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Chief of Administration, DD/P

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